

**CIO Recommendation to the Information Technology Investment Board
for the Establishment of a
Policy, Standard and Guideline Final Approval Process**

Background

The Policy, Practice, and Architecture Division (PPA) of VITA's Strategic Management Services Directorate is tasked with revising the current ITRM Standard GOV 2000-01.1: *Policies, Standards, and Guidelines: Process for Development, Adoption and Distribution* which was published August 10, 2000. The purpose of the standard is to establish a comprehensive and uniform process for developing, adopting, and distributing Commonwealth policies, standards, and guidelines (PSG) for use in information technology resource management (ITRM). The development process concludes with the approval of the policy, standard, or guideline.

The *Code of Virginia* §2.2-2457 established the Information Technology Investment Board (the Board) as a supervisory board and §2.2-2458 (Powers and duties of the Board) directs the Board to "approve strategies, standards, and priorities recommended by the Chief Information Officer (CIO) for the use of technology for state agencies in the executive branch of state government." Section 2.2-2007 of the *Code* (Powers of the CIO) directs the CIO to formulate and promulgate "...policies, guidelines, standards, and specifications necessary to support a unified approach to information technology across the totality of state government."

In a comparable situation concerning the assignment of approval authority for major IT project development and procurement, the Office of the Attorney General recently advised the VITA Project Management Division that under *Code of Virginia* §2.2-604 (Performance of duties assigned to an agency) the Board may assign, to any officer or employee of the Board or VITA, tasks to be performed by the Board. The assignment must be made by formal action of the Board and accompanied by written guidelines for the exercise of any task assigned. Where appropriate, the assignment guidelines will require submission of reports that summarize actions taken.

Options Considered

PPA identified the following three viable options for the final step in the approval process of PSG publications:

Option 1

Pursuant to appropriate guidelines, the Board assigns its authority to approve all PSGs to the CIO.

Option 2

The Board reserves to itself the approval of any PSG documents that pose a significant change and/or impact to the entire enterprise while, pursuant to appropriate guidelines, authorizing the CIO to approve all other PSG documents.

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Option 3

The Board reserves to itself the approval of all policies as well as those standards that directly affect the Board's operation, and pursuant to appropriate guidelines assigns its authority to the CIO to approve all other standards and guidelines.

Relative to the assignment of authority by the Board to the CIO, the CIO shall announce to the full Board his intent to grant approval at least 5 working days before so doing. He shall not proceed to approve any proposed PSG publication if any Board member notifies the CIO, within the 5 working day notice period that the subject PSG document must be reviewed by the Board. In such instances the CIO shall submit the PSG publication to the IT Project Review Committee (ITPRC) who shall in turn submit it to the full Board at its next regular meeting with their recommendation to approve or disapprove.

Discussion

Option 3 permits the Board to set the direction and framework, through policy, for all standards and guidelines. Meanwhile, the Board would not be burdened with the review and approval of standards and guidelines that do not directly impact them or they do not otherwise desire to review. This option would establish an efficient final approval process that provides the decision makers at the Board and CIO levels sufficient information to make an informed decision in a timely manner.

CIO Recommendation

That the Board approve Option 3 through adoption of the attached resolution.



Chief Information Officer of the Commonwealth

June 29, 2004

Date

RESOLUTION

VIRGINIA INFORMATION TECHNOLOGY INVESTMENT BOARD

RESOLVED, that the Virginia Information Technology Investment Board assigns authority for the approval and disapproval of information technology resource management standards and guidelines to the Commonwealth Chief Information Officer, in accordance with the following guidelines:

- *The CIO shall not approve standards and guidelines that directly affect the Board's operation.*
- *The CIO shall notify the full Board of the intent to approve or disapprove an information technology resource management standard or guideline at least 5 working days before taking such action. The CIO shall not proceed to approve or disapprove any information technology resource management standard or guideline if any Board member, within the 5 working day notice period, requests that the intended CIO action be presented for review at a meeting of the Board.*
- *At each regularly scheduled meeting of the Board, the CIO shall report on those information technology resource management standard and guideline actions, CIO approvals and disapprovals, taken since the last regularly scheduled meeting of the Board.*
- *At the direction of the Board, the CIO shall review an information technology resource management standard or guideline and make a recommendation to the Board for the approval or disapproval of an information technology resource management standard or guideline.*